

Set up easy-to-locate programs and rosters by following DAXKO's Best Practices for tag standardization.

Develop a Tag Bank

Create a document that serves as a "tag bank" of all program tags to be used at your association. Type all available tags in an Excel or Word document. Users will copy and paste from the tag bank into the program or session they are creating.

By using the tag bank, you will create consistent tags that will allow users to click one tag they need, rather than searching through several, similar tags (ex. Aquatics and Aquatic).

Create Tag Combinations

Create tags that range from general to fairly specific. As a general rule, program tags should never include time frames; time frames should be created on the session level.

Sample Tag Combinations:

Program:

- Aquatics, Swim Lessons, Eels

Session:

- Aquatics, Swim Lessons, Eels, Spring 2008

Develop Tags for Rosters

Programs or sessions that have at least one tag in common can be included on one roster. Create a common tag for programs that will need to be one roster.

For example, many Aquatics Directors want to view anyone who has registered for a swim lesson. If all swim lessons are tagged with Swim Lessons, the Aquatics Director can pull one quick roster to gather the needed information.

Limit Tags

Tags were designed to create several different routes to a program, but creating too many tags can cause confusion. Create an association-wide limit of no more than 5 tags per session.

For additional assistance, have your DAXKO Operations POC contact DAXKO Support Services.